

2002 ANNUAL GENERAL MEETING

JUNE 21- 22, 2002

HAMILTON, ONTARIO

MINUTES

ATTENDANCE

The total registered attendance of 841 included 300 delegates and 120 alternates. Others present included observers, housing co-op staff, members of CHF Canada committees, organizational associates, workshop leaders, volunteers, youth program participants, guests, sponsors, members of the Ontario Council, directors and CHF Canada staff.

SPONSORS

Canada Mortgage and Housing Corporation, Canadian Travel Co-op, Canon Canada, The Co-operators, HB Group Insurance Management Ltd., Morneau Sobeco, Prentice Yates & Clark, Print Action, Sprint Canada.

GUESTS

Mayor Robert Wade (Hamilton); Deborah Taylor and Kathy Campbell (Canada Mortgage and Housing Corporation); Carol Evoy (Co-operatives Secretariat); Doug Dewling (Newfoundland and Labrador Housing Corporation); Warren Olsen (Province of Nova Scotia, Housing Services Division); Suzanne Longpré, Karen Lee, Jane Clayton, Kerry Epps and Ron Koppman (The Co-operators); Paul Moran, Susan Caverley and Beth Ferrone (HB Group Insurance Management Ltd.); Barry Hutchins (Morneau Sobeco); David Robertson and John Tory (Prentice Yates & Clark); Julie Robinson and Elaine Patenaude (Canadian Travel Co-op); Imelda Calceta, Edilberto Lantaca, Roberto Salera and Barry Pinsky (Rooftops Canada); Robin Campbell (Ontario Non-Profit Housing Association); Denyse Guy (Canadian Co-operative Association); Danielle Cécile (Federal Co-operative Housing Stabilization Fund); Steve Dubb (North American Students of Co-operation, USA); Doug Kleine (National Association of Housing Co-operatives, USA).

SPECIAL EVENTS

Thom Armstrong, Executive Director of the Co-operative Housing Federation of British Columbia, was named an Honorary Life Associate of CHF Canada. CHF Canada President, Wes Hosler, director, Vince Hall and Communications Officer, Merrilee Robson presented the certificate.

Betty Ann Baker, Executive Director of Niagara Peninsula Homes, was presented with the Canada Mortgage and Housing Corporation (CMHC) Award for Outstanding Contribution to Co-operative Housing. The award was presented by Deborah Taylor, Director, Assisted Housing, CMHC.

Attached is a list of member housing co-operatives recognized at the meeting for their 20-year membership in CHF Canada.

SECTION I. INTRODUCTORY BUSINESS

1. Call to Order

Wes Hosler, President, called the meeting to order at 4:40 p.m. on June 21, 2002 and welcomed participants to the 2002 Annual General Meeting. Mr. Hosler noted that the meeting would be conducted in both official languages.

2. Introductions and Welcoming Remarks

The President and Vice-President introduced members of the Board of Directors of CHF Canada, the Ontario Council, the Finance Committee, the Resolutions Committee, the Nominating Committee and invited guests.

The President thanked Nancy Burton, chairperson of the local planning committee, for hosting the annual meeting in Hamilton and for contributing to its success.

Mayor Robert Wade brought greetings from the Hamilton City Council. He noted that co-operative housing provides one of the fundamental ingredients to maintaining life: a sustainable, affordable, decent and healthy place to live.

3. Appointment of Chairpersons

- **M/S** Carrocci (Golden Horseshoe) / Attree (Borelia)

THAT Bruce Woodrow be appointed Chairperson and Noreen Dunphy be appointed Vice-Chairperson of the 2002 Annual General Meeting.

CARRIED

4. Proof of Calling of Meeting

The Chairperson drew the attention of delegates to the “Official Notice to CHF Canada Members” contained in the annual meeting information book. The notice had been properly sent in the manner prescribed in the charter by-laws to all CHF Canada members before the meeting.

5. Chairperson’s Remarks

The Chairperson directed delegates’ attention to the Rules of Order used at CHF Canada annual meetings. He explained the role of the Resolutions Committee.

6. Establishment of Quorum

Nick Sidor, Corporate Secretary, advised delegates that the attendance of 15 per cent of CHF Canada’s eligible members was required to establish quorum. On the date the Official Notice of meeting was given, CHF Canada had 838 members. Three hundred delegates had registered for the 2002 annual meeting. Quorum was therefore established.

7. Consideration of Agenda

The Chairperson noted that delegates would consider resolutions at various times during the business meeting. He explained the order in which resolutions would be considered, and that a late resolution on leaky co-ops submitted by the Co-operative Housing Federation of British Columbia would be considered early in the meeting.

- M/S Newman (Cardiff) / Armstrong (Pine Ridge)

THAT the agenda be adopted as amended.

CARRIED

8. Minutes of 2001 Annual Meeting

The Chairperson noted that, in keeping with members’ request to have less paper, the minutes of the 2001 annual meeting were not included in the information book, but were posted on CHF Canada’s Web site for members to download. They were also available on site at the AGM Store.

- M/S Aquino (Dundee Court) / Hyatt (Valley Village)

THAT the minutes of the 2001 annual meeting be approved as circulated.

CARRIED

SECTION II. REPORTS AND PRESENTATIONS

1. Annual Report of Directors

Wes Hosler, President, reviewed CHF Canada's 2001 annual report, which had been distributed to members. He highlighted the major areas of work for CHF Canada during the past year. He noted that at the 2001 annual meeting, delegates had asked the Board and staff to find ways to make the annual meeting more affordable, particularly for smaller co-ops. This had been accomplished by the revised fee and travel assistance program introduced in November 2001.

He welcomed new members and smaller co-ops that were able to attend this year's annual meeting.

Getting help for co-ops in British Columbia suffering from premature building envelope failure was the most important national priority for CHF Canada in 2001. Two staff members were hired to work with leaky co-ops.

The President drew participants' attention to the work done on the sector's proposal to create a non-profit agency to administer federal co-operative housing programs. Heather Ramsay, Regional Director (Prince Edward Island), summarized the progress made in discussions with Canada Mortgage and Housing Corporation (CMHC).

In 2001 the Ontario Region's priority was to help 250 provincial-program co-ops handle the transition to the new program and administration by a new level of government. The Ontario Council is building stronger relationships with new municipal partners, many of whom have become organizational associates of CHF Canada.

2. Report on Action Taken on Resolutions Adopted at the 2001 Annual Meeting

Wes Hosler, President, presented the Board's report on action taken on resolutions considered by members at the 2001 annual meeting.

He noted that throughout 2001 significant resources were devoted to work related to three resolutions: Affordable Housing Now, Securing Our Future and the resolution expressing members' support for a non-governmental national program-administration agency. The Affordable Housing Now resolution called on the federal government to fund a new affordable housing program. Throughout the year, volunteers and staff attended federal-provincial housing ministers' meetings and met with housing ministers and members of Parliament to lobby for government support for new affordable housing.

The Securing Our Future resolution called on CHF Canada to take steps to try to ensure that housing co-ops remain non-profit and continue to house low-income members after their mortgages are paid off and their operating agreements have expired. Activities

included a review of provincial co-op legislation and preparation of a guides to replacement reserve planning and setting and operating internal subsidy programs.

The 2001 resolution, Independent National Agency, expressed members' continued support for the proposed non-governmental sector-based agency to administer co-operative housing programs. CHF Canada has made significant progress towards the creation of the agency and is confident that there will be a positive response to the agency proposal from the federal government.

Mr. Hosler referred members to the report in the meeting information book for further information on action taken on all the 2001 resolutions.

3. Annual Reports from Committees

Mediation Committee

Emil van der Poorten, chairperson of the Mediation Committee, introduced Mediation Committee members Sylvie Moreau (L'Isletville, QC) and Wendy Huggan (Winnipeg, MB). Mr. Van der Poorten noted that the committee is appointed by the Board for each annual meeting to act on complaints from members of harassment or discrimination. Two complaints were received at the 2001 annual meeting.

Diversity Committee

Charles Ng, Chairperson of the Diversity Committee, introduced committee members Linda Burke (Charlottetown, PE), April Anderson (Dartmouth, NS), Dennis Bradshaw (Brantford, ON) Emil van der Poorten (CHF Canada board representative on the committee) and Naguib Buendia (Vancouver, BC).

Mr. Ng noted that the Diversity Committee is a standing committee of CHF Canada that is working to promote leadership in the co-op sector from under-represented groups.

Mr. Ng acknowledged retiring committee members Naguib Buendia, Wendy Huggan and Beverley Halls (Toronto, ON). He advised the meeting that there is one vacancy on the committee.

Governance Review Committee

Patricia Matthews, Chairperson of the Governance Review Committee, reported that in November 2001, the Board of Directors established a committee for the purpose of reviewing CHF Canada's governance arrangements. Other members of the committee are Joanne Mick (Calgary, AB), Donna Charbonneau (Unionville, ON), Vince Hall (Hamilton, ON) and Susan Wells (Dartmouth, NS).

The committee recommended that governance reviews be conducted every five years and that a six to eight person task force of directors, members and staff be appointed to conduct each review.

The meeting heard that a task force would be appointed by the Board of Directors in September 2002 and would begin a consultation process with members in early 2003 to determine which aspects of governance are to be reviewed and to establish a timeline for the review. Ms. Matthews noted that since a complete governance review could take more than a year, the task force would limit its work to areas of governance identified by members as priorities.

Ms. Matthews noted that task force members should be able to make at least a two-year commitment.

An invitation to participate on the task force will be publicized in *Newsbriefs* and on CHF Canada's Web site. The task force will report regularly to the Board of Directors and to the members at the annual meeting.

4. LGBT Caucus

On behalf of the Lesbian Gay Bisexual Transgendered Caucus, Charles Ng reported that the caucus supports the further development of the policy statement on sexual orientation presented to the LGBT Caucus. The caucus will aim to present a final draft to the membership at the 2003 AGM.

The LGBT Caucus has created a speakers' panel consisting of a minimum of three members elected at the caucus meeting at each annual meeting. This panel is empowered to speak on behalf of the LGBT Caucus of CHF Canada between AGMs. The individuals elected this year to speak on behalf of the LGBT Caucus of CHF Canada are Ruth Cooke (Guelph, ON), Wayne Callaghan (Vancouver, BC), Geoff Robbins (Ottawa, ON) and Patricia Kirton-Bailey (North Bay, ON).

5. Youth Program

Members received a presentation from Alana Albrecht (Toronto, ON), a youth-program participant at the AGM. She noted that the purpose of the youth program is to stimulate youth involvement in the co-operative housing movement and to foster leadership skills. She noted that youth program delegates were happy to be participating in the debate of the CHF Canada business meeting.

She thanked CHF Canada for setting up the Youth Caucus discussion area on the Co-op Talk section of the CHF Canada Web site.

Each year, CHF Canada sponsors youth from housing co-ops from across the country to attend Co-op Young Leaders camps. In 2002, with support from several commercial sponsors, CHF Canada will sponsor seven young people.

Youth from the following co-ops will be sponsored to attend youth camps in their region:

- The Birches (Digby, NS)
- Beothuck Housing Co-operative (Windsor, NL)
- Mondragon (Brampton, ON)
- Atkinson Housing Co-operative (Toronto, ON)
- Riverdale Co-operative Homes (Toronto, ON)
- West Heritage Manor (Calgary, AB); and
- Dundee Court Co-operative (Vancouver, BC)

She thanked CHF Canada and its sponsors for their support.

6. Rooftops Canada Foundation

Patricia Sibley (Parksville, BC), former member of the Rooftops Canada Foundation board, gave an update on Rooftops' recent activities. She thanked CHF Canada members on behalf of Rooftops Canada for their continued financial support.

Members received a presentation from Terri-Anne O'Quinn, who participated in the Rooftops Canada International Youth Internship 2001/2002 program. She worked as a projects officer with Rooftops Canada's partner, Housing People of Zimbabwe.

7. Mr. And Ms. CHF 2002 Presentation

Jason Moore (Kitchener, ON) and Craig Hunter (Kitchener, ON) reported on the successful fundraising by Mr. and Ms. CHF 2001 over the previous year. From the funds raised, four hundred and sixty dollars will be donated to the Leaky Co-op Defence Fund.

Mr. and Ms. CHF 2002 were then introduced to the meeting.

8. Canadian Co-operative Association

Delegates watched a slide presentation prepared by CCA.

9. Assistance to Homeless Persons

CHF Canada Director David Howard introduced Gerard Seguin, Acting Director of Community Relations and Resource Development at the Good Shepherd Centres, Hamilton.

Mr. Seguin reported that the Good Shepherd Centres provide food and shelter to homeless persons in the Hamilton area.

Mr. Seguin thanked CHF Canada and AGM participants for their financial support. On behalf of CHF Canada members, David Howard thanked Mr. Seguin for his presentation. He informed delegates that \$1,784 had been collected at the meeting and this amount would be matched and donated to the Good Shepherd Centres.

10. Retiring Directors

The following retiring directors were acknowledged by the members and presented with certificates:

- Patricia Matthews
- Bruce Little
- Heather Ramsay
- Donna Charbonneau
- Wes Hosler

SECTION III. CONSIDERATION OF 2002 ANNUAL MEETING RESOLUTIONS

Submitted Resolutions

1. CHF Canada Directors' Terms of Office

The sponsor reported that the intent of the amendment is to allow directors to serve for no more than three consecutive two-year term, or six years.

- **M/S** Wiseman (Main-Gerrard) / Grigsby (Guelph Campus)

THAT Resolution #1, CHF Canada Directors' Terms of Office, be referred to the Governance Review Committee with instructions to consider discussion held at the meeting and report back to the 2003 annual meeting.

DEFEATED

- **M/S** Colbert (Alex Girvin) / Scott (Sundance)

THAT debate on Resolution #1 be closed.

CARRIED

- **M/S** David (Riverdale, Edmonton) / Forget (Newmarket)

THAT delegates approve in principle, term limits, of six years or more for directors.

DEFEATED

2. **Review of the Structure of the Board of Directors**

The following amendment to Resolution #2 was considered.

- **M/S** Kennedy (Needlewood Glen) / Desrosier (Carpathia)

THAT paragraph 3 be amended to add the phrase “and youth representatives” before the words “that are part of our membership”;

CARRIED

The delegates then considered the resolution as amended.

- **M/S** Blake (CHFT) / Busby (Sawmill Creek)

THAT CHF Canada undertake a review of the current structure of the Board of Directors;

THAT all stakeholders in our movement be invited to provide ideas;

THAT this review involve discussions with CHF Canada members across the country including a full consultation with members of various caucuses and youth representatives that are part of our membership;

AND THAT the Board provide a draft report to the members including recommendations at the 2003 annual meeting.

CARRIED AS AMENDED

3. **Changes to Annual Meeting Resolutions Process**

The Board of Directors presented Resolution #3. The intent of the proposed new resolutions policy is to give members more time to submit resolutions as well as to make CHF Canada practices consistent with changes to the *Canada Corporations Act*.

The following amendments to Resolution #3 were considered:

- **M/S** Scott (Sundance) / Stevenson (Native Inter-Tribal)

THAT the new Resolutions Policy attached to Resolution #3 be amended as follows:

- section 6 and 13 be deleted; and
- the matters contained in those sections are to be included in CHF Canada’s governance review process;

AND THAT the new Resolutions Policy attached to Resolution #3 be amended as follows:

Section 10 of CHF Canada's current Resolutions Policy, dealing with late resolutions, be added as new section 13.

CARRIED

- **M/S** Scott (Sundance) / Short (Meadowgreen)

THAT 12(b) in the Resolutions Policy be amended to read "The meetings may discuss a late resolution only if a majority of voting delegates decide that the resolution is about an urgent matter that should be considered" and that 12(a) be deleted.

CARRIED

- **M/S** Attree (Borelia) / Busby (Sawmill Creek)

THAT debate on Resolution #3 be closed.

CARRIED

The delegates then considered the resolution as amended.

- **M/S** Lee (NACHA) / Larmour (Voisins)

THAT CHF Canada's Resolutions Policy be repealed;

AND THAT the new policy attached be adopted in its place.

CARRIED AS AMENDED

The new resolutions procedure is attached.

4. Amendment of the Shared-Revenue Program

- **M/S** Panagiotidis (CHF BC) / Zimmering (Community Housing Land Trust Foundation)

THAT CHF Canada's Shared-Revenue Program be amended as set out in the proposed new policy attached.

CARRIED

The revised policy is attached.

5. Affordable Housing for Canadians

- M/S Jones (Elmvale) / Robbins (Daly)

THAT the members acknowledge the success of the federal government and the provinces and territories in reaching the Quebec City Affordable Housing Framework Agreement, an important first step in meeting the pressing need for more affordable housing;

THAT we call on the federal government to make further agreements with provinces and territories that include these essential elements:

- provincial and territorial governments put in full matching funds or assets
- at least 50% of the units are delivered by co-op and non-profit housing
- the housing charges in the new units are affordable to low and moderate-income households;

THAT CHF Canada call on its members and allies to continue to press federal, provincial and territorial governments to ensure that there are no barriers that could prevent the development of new housing co-operatives under the Quebec City Agreement;

AND THAT CHF Canada call on the federal government to commit substantial funds and develop a national housing strategy, in consultation with CHF Canada and other stakeholders, to ensure that every person in Canada has access to decent, affordable housing.

CARRIED

6. Seniors and Housing Co-ops

Two amendments to Resolution #6 were considered by the meeting.

- M/S McDonald (Hugh Garner) / Bradshaw (Westglen)

THAT a section two be added to Resolution #6 to read:

THAT CHF Canada conduct research into federal and provincial operating agreements, program rules or regulations across Canada pertaining to overhousing in order to establish a base of information which will enable co-ops to take action as necessary.

CARRIED

- M/S Kennedy (Needlewood Glen) / Childs (Caroline)

THAT the words “if we can,” at the beginning of the fourth bullet in the statement of principles be amended to read “where possible,”

CARRIED

The amended resolution was then considered.

- M/S McDonald / (Hugh Garner) / Bradshaw (Westglen)

THAT CHF Canada encourage its member housing co-ops to adopt this statement of principle respecting seniors and housing co-ops;

AND THAT CHF Canada conduct research into federal and provincial operating agreements, program rules or regulations across Canada pertaining to overhousing in order to establish a base of information which will enable co-ops to take action as necessary.

CARRIED AS AMENDED

The Statement of Principles is attached.

7. Progressive Employment Practices

- M/S Jones (Elmvale) / McCrone (CSACO)

THAT CHF Canada advocate the addition of the following to the International Co-operative Principles:

Progressive Employment Practices

Co-operatives treat their employees fairly and value their contribution to the co-operative movement;

AND THAT CHF Canada seek the support of its partners in the Canadian co-operative movement in advocating this change.

CARRIED

8. Infill Co-operative Housing

The sponsor accepted the following as a friendly amendment to Resolution #8:

THAT item number 2 be amended to include the words “be encouraged to,” following the words “**THAT** existing co-ops”

The amended resolution was then considered.

- **M/S** Panagiotidis (CHF BC) / Girash (Twin Pines)

THAT member housing co-operatives be encouraged to add new “infill” units to their properties, where possible, especially when their government operating agreements and first mortgages come to an end;

THAT existing co-ops be encouraged to take advantage of new government spending on affordable housing, where it is available to help with the costs of adding infill housing;

THAT where co-ops are able to add infill housing to their properties, they take into account, at the design stage, the future housing needs of senior members;

THAT co-ops wanting to explore infill housing opportunities call on the experience and skills of CHF Canada member resource groups for help;

AND THAT CHF Canada help member co-ops expand by supporting their efforts to promote their proposals with governments.

CARRIED AS AMENDED

9. International Co-operative Alliance’s RIOCOOP 2000 Declaration

- **M/S** Brouwer (Beaver Creek) / Stevens (SWOCHF)

THAT CHF Canada endorse the International Co-operative Alliance’s RIOCOOP 2000 declaration;

THAT CHF Canada include the principles expressed in this resolution in its education programs;

THAT CHF Canada express these principles, as appropriate, in its government relations work;

THAT CHF Canada look for opportunities where housing co-ops and their members can contribute to the international solidarity expressed in this declaration and provide leadership in informing members and suggesting ways that they can contribute to and support appropriate solidarity initiatives;

AND THAT CHF Canada encourage co-ops to endorse the ICA declaration.

CARRIED

Late Resolutions

One late resolution was presented to the meeting; it was given emergency status by delegates and considered at the meeting.

L1. Support for Leaky Housing Co-ops

Members watched a slide presentation on the conditions of the leaky housing co-ops in BC. Following the presentation, the following resolution was adopted:

- **M/S** Armstrong (Pine Ridge) / Short (Meadowgreen)

THAT Late Resolution #1 be given emergency status.

CARRIED

Jamie Ritchie (Vancouver, BC) presented \$1,000 to the Leaky Co-op Defence Fund on behalf of Columbia Housing Advisory Association. Chloe Budd (Kitchener, ON) reported that Central Ontario Co-operative Housing Federation (COCHF) would also be donating \$1,000 to the Leaky Co-op Defence Fund.

Delegates were encouraged to return to their co-ops and ask their members to support the leaky co-ops in BC through contributions to the Leaky Co-op Defence Fund.

- **M/S** Pratt (Shalom) / Childs (Caroline)

THAT debate on Late Resolution #1 be closed.

CARRIED

- **M/S** Panagiotidis (CHF BC) / Aquino (Dundee Court)

THAT CHF Canada call on the federal government and the Minister Responsible for Canada Mortgage and Housing Corporation (CMHC) to deliver immediate, fair and lasting assistance to co-ops suffering from premature building envelope failure;

THAT this assistance be delivered on terms that are acceptable to the co-op housing sector, meaning, at a minimum:

- co-ops will not be forced to assume unaffordable levels of debt,
- co-ops will be able to house the same number of low-income households,
- co-ops' operating autonomy will not be compromised;

THAT the terms of this assistance be made available, where appropriate, to co-ops that have already been forced to sign unacceptable loan agreements with Canada Mortgage and Housing Corporation (CMHC);

THAT the members of CHF Canada be encouraged to lend their political and financial support to this effort;

AND THAT CHF Canada contribute to this effort by maintaining or increasing current levels of staff support devoted to the leaky co-op problem and by matching the cash contributions of CHF BC and BC housing co-operatives towards resolving the leaky co-op crisis, to a maximum of \$130,000.

CARRIED

Delegates requested that CHF Canada's President send a letter to the Minister Responsible for Canada Mortgage and Housing Corporation asking for immediate action to fix the leaky co-op problem in BC.

SECTION IV. FINANCIAL RESOLUTIONS

Donna Charbonneau, Treasurer, introduced members of the Finance Committee, Patricia Sibley (Parksville, BC), Carol Davis (Calgary, AB), Alexandra Wilson (Executive Director), and Christine Seguin (Executive Assistant). The Treasurer thanked Carol Davis for her work on the committee during the past two years.

1. 2001 Audited Financial Statements

The Treasurer reviewed the auditors' report and audited financial statements for the year ending December 31, 2001.

- M/S Robbins (Daly) / Biallecki (The Manor)

THAT the audited financial statements for the year ending December 31, 2001 be received.

CARRIED

2. Appointment of Auditors

The Treasurer reported that the Finance Committee and the Board of Directors have established performance standards for CHF Canada's auditors. The auditors will be required to submit a plan before each audit, detailing what the focus of the audit will be. The services of the auditors will be evaluated each year and they will be required to re-qualify every five years.

- **M/S** Mahy (Halam Park) / Busby (Sawmill Creek)

THAT the firm Marcil, Lavallée, Loyer and Partners be appointed external auditors of the Co-operative Housing Federation of Canada to hold office until the close of the next annual meeting.

CARRIED

3. 2002 Budgets

- **M/S** Addley (Medway) / Hyatt (Valley Village)

THAT the 2002 budgets for National Operations and the National Endowment Fund, as finalized by the Board of Directors, be received.

CARRIED

4. 2003 Budgets

- **M/S** Jones (Elmvale) / Ramirez (Gerry Point)

THAT the budgets for National Operations and the National Endowment Fund for the fiscal year beginning January 1, 2003 and ending December 31, 2003 be adopted as presented and that the attached schedule of member and associate dues rates for 2003 be adopted.

CARRIED

5. Three-Year Financial Forecast

The Treasurer reported that the Finance Committee had been asked by the Board to determine how the three-year financial forecasts were used. The committee determined that the forecasts are time-consuming to prepare and do not provide useful information. The Board has therefore recommended to members that three-year forecasts be discontinued.

- **M/S** Scott (Brookside Village) / Lee (NACHA)

THAT the financial forecast for the period 2003 through 2005 be received;

CARRIED

- M/S Childs (Caroline) / Sedor (Sarcee Meadows)

THAT three-year financial forecasts not be presented to future annual general meetings.

CARRIED

6. First-Quarter Financial Statements

- M/S Biallecki (The Manor) / Boutin (Val Caron)

THAT the financial statements for the first quarter of 2002 be received.

CARRIED

SECTION V. ELECTIONS

1. Nominating Committee Report

Heather Ramsay, Chairperson of the Nominating Committee, reported that at the close of nominations the following persons had declared their candidacies:

Board of Directors

Regional Directors

| | |
|------------------------|---|
| British Columbia/Yukon | Haji Jivraj Tony Legare Diane Winkler |
| Manitoba | Mel Wellis |
| Ontario | Heather Blake |
| New Brunswick | Ken Elliott |
| Aboriginal Community | Wendy Huggan |

| | |
|----------------------------|--|
| <u>At-Large Directors:</u> | Nadia Baraghi Craig Hunter Joanne Mick |
|----------------------------|--|

| | |
|--------------------------|-------------------|
| Finance Committee | Donna Charbonneau |
|--------------------------|-------------------|

2. Election of Directors and Finance Committee Members

Nick Sidor, Elections Officer, announced that the following persons had been elected by acclamation:

Regional Directors

| | |
|----------------------|---------------|
| Manitoba | Mel Wellis |
| Ontario | Heather Blake |
| New Brunswick | Ken Elliott |
| Aboriginal Community | Wendy Huggan |

| | |
|--------------------------|-------------------|
| <u>Finance Committee</u> | Donna Charbonneau |
|--------------------------|-------------------|

He also reported that at a meeting of members held on April 27, 2002, delegates had elected David Kelly as the regional director for Newfoundland and Labrador.

Mr. Sidor then conducted the elections for two at-large directors and the Regional Director for British Columbia/Yukon. He further gave official notice of a vacancy on the Board for Regional Director for Prince Edward Island.

3. Election Results

After the counting of the ballots, Nick Sidor declared the following persons elected:

Regional Director - British Columbia/Yukon

Tony Legare

At-Large

Craig Hunter
Joanne Mick

The Board of Directors for 2002/2003 was introduced to the meeting.

- **M/S** Childs (Carolyn) / Walsh (Future)

THAT the ballots be destroyed.

CARRIED

Dale Reagan, Managing Director, Ontario Region, reported that at an election held in Sudbury on April 27, members in Northern Ontario had elected David Spackman as the Northern Ontario Council member.

He announced that at the Ontario members' meeting held on June 21 the following persons had been elected to the Ontario Council:

At-Large

Karen Francis
Lori-Anne McDonald
Tina Stevens

Staff Associations Representative

Bob Wiseman, by acclamation

- M/S Colbert (Alex Girvin) / Jones (Elmvale)

THAT the ballots of the Ontario Council election be destroyed.

CARRIED

SECTION VI. MISCELLANEOUS BUSINESS

1. 2003 Annual Meeting

Delegates heard that the next annual general meeting will be held in Halifax, Nova Scotia, June 6-7, 2003. The rainbow flag was passed to the 2003 AGM Planning Committee, with best wishes for a successful annual meeting.

2. Announcements

Wes Hosler, President, read out to the meeting the text of a letter to be sent that day to the Minister Responsible for Canada Mortgage and Housing Corporation and the president of CMHC on the matter of leaky co-ops, as the delegates had requested.

3. Close of Meeting

There being no further business to conduct, the Chairperson declared the meeting closed at 4:40 p.m. on Saturday, June 22, 2002.

CERTIFIED to be the minutes of the 2002 Annual General Meeting of the Co-operative Housing Federation of Canada.

President

Recording Secretary

**HOUSING CO-OPERATIVES RECEIVING 20-YEAR MEMBERSHIP AWARDS AT
THE 2002 CHF CANADA AGM**

- Arcadia Housing Co-operative, ON
- Beverly/Sullivan Housing Co-operative, ON
- Brooks Housing Co-operative, ON
- Constance Hamilton Housing Co-operative, ON
- Cornerstone Co-operative Homes, ON
- Country Lane Co-operative Homes, ON
- Don Area Co-operative Homes, ON
- Easton Housing Co-operative, NL
- Four Corners Housing Co-operative, NS
- Frank Fairchild Housing Co-operative, ON
- Frazer Heights Co-operative, ON
- Garden Village Co-operative Homes, ON
- Harbourside Co-operative Homes, ON
- Heatherglenn Housing Co-operative, AB
- Hillside Place Housing Co-operative, BC
- Hugh Garner Housing Co-operative, ON
- Hunter Estates Housing Co-operative, AB
- John Bruce Village Housing Co-operative, ON
- Laidlaw Housing Co-operative, NL
- Lotus Co-operative Homes, ON
- Meadowlark Housing Co-operative, SK
- Medway Housing Co-operative, ON
- Mondragon Co-operative Homes, ON
- Mountain City Housing Co-operative, ON
- Ormond Woods Co-operative, ON
- Pine Ridge Housing Co-operative, BC
- Riverdale Housing Co-operative, AB
- Russet Homes Co-operative, ON
- Sikome Rise Housing Co-operative, AB
- Skotoko Housing Co-operative, AB
- Spring Ridge Housing Co-operative, BC
- Springhill Ranch Housing Co-operative, AB
- Superior View Housing Co-operative, ON
- T.C. Douglas Housing Co-operative, ON
- Tapscott Village Co-operative, ON
- Tecumseh Co-operative Homes, ON
- Terra Housing Co-operative, SK
- Three Streets Housing Co-operative, ON
- Trafalgar Housing Co-operative, ON
- Victoria Square Co-operative Apartments, ON
- Walnut Grove Housing Co-operative, BC
- West Heritage Manor Housing Co-operative, AB
- Westminster Housing Co-operative, ON
- William J. Beggs Housing Co-operative, ON
- Winona Housing Co-operative, ON

ATTACHMENTS

CO-OPERATIVE HOUSING FEDERATION OF CANADA

POLICY MANUAL

DATE ISSUED:

June 2002

NUMBER:

1.5.4

REPLACING ISSUE OF:

May 2000/June 1994/May 1989

CROSS REFERENCE:

2.3.3.4, 2.3.3.5

AUTHORITY:

General Members

SUBJECT:

Shared-Revenue Program

1. Purpose and Program Funding

CHF Canada will operate a shared-revenue program to help pay for delivery of local services to housing co-operatives. Each year it will set aside the monies below for the program:

- one half of all sector support contributions from housing co-operatives financed under federal programs, except that part put in the National Endowment Fund
- one half of earnings on the National Endowment Fund.

CHF Canada will use these funds to:

- support the work of local and regional federations of housing co-operatives
- provide local services to housing co-operatives where there is no federation
- support regional lobbying activities
- help with training for co-op housing staff.

CHF Canada will help housing co-operatives form federations where co-operatives are able and willing to support a federation.

2. Distribution of Funds

CHF Canada will share revenue from the program in the following way:

- (a) 66% of program funds will go to:
 - (i) federations of housing co-operatives that
 - are members of CHF Canada
 - are located outside Quebec

- meet any other rules the Board of Directors of CHF Canada sets for the program.
- (ii) to branch offices of federations, where
- the federation meets the requirements of section 2(a)(i) of this policy
 - the branch office serves a membership territory formerly served by a separate federation, and the two federations have combined.
- (iii) and to CHF Canada for regions where
- there is no regional federation of housing co-ops
 - a CHF Canada office in the region is delivering local services to member co-ops
 - CHF Canada's members in the region are paying a dues premium to support local service delivery
 - the CHF Canada region itself meets any rules the Board of Directors of CHF Canada sets for federations above.

Each participating federation, federation branch office or region of CHF Canada members will receive a percentage share of the 66% pool. The share will be based on the size of the federation, federation branch office or CHF Canada region. For federations and federation branch offices, it will be higher if more of the federation's members also belong to CHF Canada. "Size" refers to both the number of co-ops and the number of units in those co-ops. Only federation members that also belong to CHF Canada will be counted. There will be a maximum and a minimum share. The formula for setting each federation, federation branch office or CHF Canada region's share is set out below.

CHF Canada will make payments to federations from the 66% pool four times a year. It only has to share funds it has actually received.

A federation or federation branch office may cease to qualify for funds from the 66% pool part way through a year. In that case, CHF Canada will spend that federation's share on services to housing co-ops. Those co-ops must be in an area outside Quebec that is not served through the 66% pool.

- (b) 5% of program funds will be held to provide direct services to co-ops that are members of CHF Canada in regions where
- there is no regional federation
 - co-ops are not paying a dues premium to support local service delivery from a CHF Canada office.

This is the 5% pool for unfederated regions.

- (c) 14% of program funds will go to federations of housing co-operatives or CHF Canada offices that
- are sharing in the 66% pool, and
 - serve members in both English and French or have members as far away as 160 kilometres from all of the federation's offices or the CHF Canada office.

The formula for setting the share for each federation or CHF Canada office is set out below.

- (d) 10% of program funds will be used for regional lobbying activities outside Quebec.

The CHF Canada staff will award grants from the 10% pool.

- (e) 5% of program funds will be used for co-operative housing staff training projects.

This is the 5% staff training pool. The CHF Canada Federations Committee or its co-ordinating group will award grants from the 5% pool.

3. **Formula for Sharing the 66% Pool**

NOTE: In this formula, participating federation branch offices are treated as if they were separate federations. Co-ops served by a participating federation branch office are counted in setting the branch office's share and not in setting the federation's share.

Setting the Minimum Share

- (a) Divide the total 66% pool by 2.
- (b) Count the number of federations and CHF Canada offices participating in the 66% pool.
- (c) Divide (a) by (b).
- (d) The minimum annual share is the lesser of (c) or \$5,000.

Setting the Maximum Share

- (e) Divide the total 66% pool by 5. This is the maximum annual share.

Setting the Share for Each Federation or CHF Canada Office

- (f) Count the number of housing co-ops that belong to both the federation and CHF Canada on October 31st.
- (g) Count the number of housing co-ops that belong only to the federation on October 31st.

- (h) Divide (f) by (g). This is the percentage of co-ops in the federation that also belong to CHF Canada.
- (i) Multiply (g) by (h). This is the federation's adjusted total co-ops.
- (j) Count the number of CHF Canada members in the region receiving local services from a local CHF Canada office. This is the office's adjusted total co-ops.
- (k) Sum the adjusted total co-ops for all participating federations and CHF Canada offices.
- (l) Divide (i) or (j) by (k). This is the federation or office's percentage share of adjusted total co-ops.
- (m) Repeat steps (f) through (l) using units instead of co-ops. This is the federation or office's percentage share of adjusted total units.
- (n) Sum (l) and (m). Divide the answer by 2. This is the federation or office's percentage share of the pool.
- (o) Multiply the total 66% pool by (n). This is the federation or office's dollar share of the pool.
- (p) Raise any share that is lower than the minimum annual share in (d) to the minimum.
- (q) Take the extra amount given in (p) from the other federations, and participating CHF Canada offices on the same formula.
- (r) Reduce any share that is higher than the maximum annual share in (e) to the maximum. This will leave more to share.
- (s) Share the amount left over among the remaining federations and participating CHF Canada offices on the same formula.

4. Formula for Sharing the 14% Pool

Bilingualism

- (a) Divide the total 14% pool by 3.
- (b) Count the number of federations and participating CHF Canada offices serving members in both English and French.
- (c) Divide (a) by (b).
- (d) Each federation gets the lesser of (c) or \$1,500.
- (e) Multiply (b) by (d). This is the total amount shared for bilingualism.

Distant Members

- (f) Subtract (e) from the total 14% pool. This is the amount left for sharing with federations and participating CHF Canada offices with distant members.
- (g) Count the number of housing co-ops in each federation that belong to both the federation and CHF Canada on October 31st. Count only co-ops that are at least 160 kilometres away from all of the federation's offices. This is the federation's total distant co-ops.
- (h) Count the number of member housing co-ops in each CHF Canada region served by a participating CHF Canada office. Count only co-ops that are at least 160 kilometres away from the office. This is the office's total distance co-ops.
- (i) Sum the total distant co-ops for all participating federations and CHF Canada offices.
- (i) Divide (g) or (h) by (i). This is the federation or CHF Canada office's percentage share of total distant co-ops.
- (j) Multiply (f) by (j). This is the federation or CHF Canada office's dollar share of the 14% pool for serving distant members.

NOTE: A federation or CHF Canada region can draw funds for both bilingualism and serving distant members. Federation branch offices may not draw funds separately from this 14% pool.

CO-OPERATIVE HOUSING FEDERATION OF CANADA

POLICY MANUAL

DATE ISSUED:

June 2002

NUMBER:

1.1.4.1

REPLACING ISSUE OF:

1998/1990/1986

CROSS REFERENCE:

1.1.4.2

AUTHORITY:

General Members

SUBJECT:

Resolutions Procedure

-
1. The Board of Directors, the Ontario Council and members of CHF Canada may sponsor resolutions.
 2. The resolutions deadline each year will be one year less 90 days from the start of the last Annual General Meeting or the Ontario Members Meeting (the annual meetings). Members must send their resolution to CHF Canada by the resolutions deadline, if they want either annual meeting to vote on it.
 3. Each year, the Board will appoint a Resolutions Committee for the annual meetings. The committee will have one director, one member of the Ontario Council, and at least three other people on it.
 4. Not less than 45 days before the start of the Annual General Meeting or the Ontario Members' Meeting, CHF Canada will send copies in English and French of all resolutions to all members. The resolutions will contain the likely cost of the resolution if passed, and the Board of Directors' or Ontario Council's comments.
 5. If the sponsoring members agree, similar or identical resolutions may be combined by the Resolutions Committee.
 6. During the annual meetings the Resolutions Committee will present the resolutions in this order:
 - (a) by-law changes,
 - (b) policy resolutions,
 - (c) general resolutions.

The meeting may decide to change the order in which resolutions are discussed.

7. During the annual meetings, each resolution will be read aloud. The Board of Directors or the Ontario Council will be asked to comment on it.

8. During the debate on each resolution, only delegates have the right to speak. The Chair may allow others to speak, if there is time.
9. All amendments to resolutions will first go to the Resolutions Committee. The committee will put them in plain language and a standard form before they go to either meeting.
10. CHF Canada may hold workshops at the Member Education Forum of the Annual General Meeting to discuss resolutions. Delegates at these workshops may agree on amendments to one or more resolutions. If they agree, a workshop representative will give these amendments to the Resolutions Committee for discussion at the Annual General Meeting or the Ontario Members Meeting.
11. A late resolution is one that is submitted to CHF Canada after the resolutions deadline. The meetings may discuss a late resolution only if a majority of voting delegates decide that the resolution is about an urgent matter that should be considered.
12. Resolutions failing to meet the deadline requirements, or resolutions which the assembly does not wish to consider an emergency, will be referred to the Board for consideration after the Annual General Meeting with instructions to present a report and/or recommendation at the next Annual General Meeting.

Seniors and Housing Co-ops: A Statement of Principles

Housing co-ops support the principle that seniors should be able to live in dignity in their housing co-ops and to participate meaningfully in their co-op communities.

In support of these aims, we will:

- look into and make use of available government and community programs to help seniors make their co-op homes safe and accessible;
- gather information on community support and referral services for seniors that need them, and help older members take advantage of these services;
- help seniors to volunteer in the co-op in positions that are appropriate to their interests and capabilities;
- where possible, add new units for seniors in our co-ops, or retrofit existing units;
- offer reasonable assistance to seniors who move internally to a unit more suited to their housing needs
- not adopt voluntary policies about occupancy standards that would force seniors to move out of their co-ops; and
- make sure that seniors whose co-op homes no longer meet their needs can move with dignity.

SCHEDULE OF 2003 MEMBER AND ASSOCIATE DUES

Members

| | |
|-------------------------------------|--|
| Housing Co-ops | \$3.30 per unit per month |
| Housing Co-ops Under Development | \$95 per year |
| Student Housing Co-ops | \$6.90 per bed per year |
| Resource Groups | 1% of revenue from the development of federally funded housing co-ops -- \$256 per year minimum |
| Sponsoring Organizations | \$825 per year |
| All Other Voting Members | \$256 per year |

Associates

| | |
|----------------|----------------|
| Organizational | \$256 per year |
| Individual | \$95 per year |